

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					JDB/OTR/SUS-AT-3	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
Training Career Service Panel Minutes					<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	TRAINING		ADMIN. GENERAL	
		LOGISTICS	SECURITY		OTHER (specify)	
		MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
-4-		Monthly			-2-	
7. FORMAT (memorandum, form, computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO			Chairman, OTR Career Board (JTR)	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
OTR/EA/PB				None		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	=	COST PER YEAR
14	\$11.00	1/2	5.50	12	=	\$66.00
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$66.00
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. As the panel exists to aid the DTR in reviewing promotion and other meritorious award recommendations, the report is a means of communication and historical record.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input type="checkbox"/> OTHER (explain)	
					MAN-HOURS	DOLLARS
					0	STAT 0
16. DATE OF INVENTORY					18. EVALUATION	
25 Sept 1970					17. NAME AND TITLE OF PERSON FURNISHING INFORMATION DC/SUS-AT OTR	